

United States Department of State



Foreign Affairs Manual

VOLUME 12 — Diplomatic Security

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12 FAM 100 COURIER OPERATIONS

Changes

1. Due to the amount of revisions in 12 FAM 100 through 12 FAM 160, there are no italics or dark magenta. All material is being treated as new.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's Change Transmittal acronym and numerical series remains in place.
3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions (Paper Copies)

1. Remove 12 FAM 110 (issued under (TL:DS-39; 8-15-94, 4 pages) and insert the revised 12 FAM 110 (CT:DS-113; 07-11-2005, 5 pages).
2. Remove 12 FAM 120 (issued under (TL:DS-39; 8-15-94, 7 pages) and insert the revised 12 FAM 120 (CT:DS-113; 07-11-2005, 8 pages).
3. Remove 12 FAM 130 (issued under (TL:DS-39; 8-15-94, 2 pages) and insert the revised 12 FAM 130 (CT:DS-113; 07-11-2005, 3 pages).
4. Remove 12 FAM 140 (issued under (TL:DS-31; 6-16-93), 8 pages) and insert the revised 12 FAM 140 (CT:DS-113; 07-11-2005, 8 pages).
5. Remove 12 FAM 150 (issued under (TL:DS-39; 8-15-94), 5 pages) and insert the revised 12 FAM 150 (CT:DS-113; 07-11-2005, 6 pages).
6. Remove 12 FAM 160 (issued under (TL:DS-39; 8-15-94), 3 pages) and insert the revised 12 FAM 160 (CT:DS-113; 07-11-2005, 3 pages).

7. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:DS-113, and initial.

Distribution Notice

1. The *Foreign Affairs Manual* and *Handbooks* (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5). A/RPS/MMS/P, Room B934, 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(DS/C/DC)